

**DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**

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**TO:** CSBG Service Providers

**FROM:** Lloyd Throne, Director

A handwritten signature in cursive script, appearing to read 'Lloyd Throne'.

**DATE:** March 4, 2008

**SUBJECT: 2008/2009 Community Services Block Grant (CSBG) Program Contract Amendment 1**

Enclosed is your agency's 2008/2009 Community Services Block Grant (CSBG) contract Amendment 1 and final allocation for the 2008 CSBG Program Year. Due to the final federal CSBG Allocation, there may be a difference from the estimated 2008 allocation in the original contract and the final 2008 contract allocation.

Please review the amount in the column labeled "Final 2008 Contract Allocation" on the attached spreadsheet. If the final allocation shown is different from the estimated 2008 allocation, you are required to submit a revised budget and budget support forms to prevent a delay in processing this amendment and advance payment.

This Amendment contains some changes that are summarized below. CSD encourages each Contractor to review the amended contract language in its entirety.

**2008 Final Advance Allocation and Payment**

Upon execution of Amendment 1, the balance of the advance payment will be processed and sent to each Contractor. The amount of the advance will not exceed 25% of the final 2008 contract allocation.

**Summary of contract changes**

The following is a summary of the changes made to each exhibit of the CSBG Contract.

➤ **Exhibit A: Scope of Work**

○ **1. Purpose**

The United States Department of Health & Human Services, Administration for Children and Families, CSBG fiscal year 2008 terms and conditions is included as Attachment A. Please make note of the applicable provisions.

➤ **Exhibit B: Budget Detail and Payment Provisions**

○ **3. Advance Payment**

The percent (%) of the advance amount was revised to correspond with

the maximum allowable based on the Final 2008 allocation, which is 25%. (Note, the original contract allowed a 100% of the advance based on the funds made available through the Continuing Resolution dated December 14, 2007).

➤ **Exhibit D: Special Terms and Conditions**

○ C. Specific Assurance

Corrected the Child Support Services reference from 675 G (B) to 678(b)

○ 13. Board Roster, Bylaws, Resolutions, and Minutes

A. Revised language requiring Contractors to submit a current roster of members of the tripartite board to a current roster of the **Executive Committee**.

D. Revised language that required Contractors to submit to CSD the tripartite board minutes no later than 30 days after each meeting to no later than 30 days **after the minutes are approved**.

E. Revised language that required Contractors to submit to CSD the minutes from tripartite boards that are advisory to the elected members governing a local government from no later than 30 days to no later than 30 days **after the minutes are approved**.

➤ **Exhibit E: Additional Provisions: Definitions**

- Added "tribe" to the definition of Subcontractors.

Please contact your Field Representative with any questions regarding your 2008/2009 CSBG contract Amendment 1.